

Source Reference  
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13 June 1961

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Exposed Badge Identification System

1. This memorandum contains a recommendation for your approval. Such recommendation is set forth in paragraph 7.

2. Upon occupancy of the New Headquarters Building, a new identification system will be inaugurated. The security features of the new system will include separate and distinct color photographic badges for staff employees, visitors and maintenance personnel. It is planned that the new badges will be worn in an exposed position at all times by all people while they are in Agency buildings. In addition, the badges contain special security features designed to assist in controlling access to designated areas, which, because of the sensitive nature of the activities being conducted therein, require compartmentation from normal Agency operations.

3. It was decided that the exposed badge system would be desirable for use in all Agency buildings in the headquarters area because it would include:

a. The means for immediate recognition of staff employees as distinguished from visitors and maintenance personnel.

b. Provisions for constant and maximum physical security protection and controls in view of the fact that the Agency classified activities and materials no longer would be housed in some 36 separate buildings, but instead would be largely concentrated in one structure.

c. A mechanism to assist employees in the enforcement of the need-to-know principle and which, at the same time, would provide an immediate means of recognizing the security status of an individual who might enter an office during classified discussions.

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d. A method whereby all employees would be provided the ready opportunity for detecting forged or altered badges or identifying individuals who may have deliberately by-passed entrance controls.

e. A recognition system whereby classified documents could be quickly and securely transferred to authorized recipients.

4. To ensure that the Agency had the benefit of available information and experience on this matter, an evaluation was made of the identification systems in effect at select United States Government and commercial activities having concentrations of sensitive and diverse activities closely paralleling conditions which will be in effect at the New Headquarters Building. It was found that the Atomic Energy Commission, the National Security Agency and other sensitive military and commercial activities had, as part of their identification system, adopted the exposed badge for all employees, visitors and maintenance personnel. Authorities of these activities indicated that they preferred the exposed badge because it provided positive and immediate identification of all personnel, and greatly assisted in controlling and expediting access to special areas in their respective activities.

5. Within the Agency, the Office of Scientific Intelligence, the Office of Current Intelligence, the Photographic Interpretation Center and the Development Projects Division have been utilizing the exposed badge system for some time and they have found it to be a most effective security measure.

6. It is the opinion of this office that the exposed badge system contains the preferred security features desired for the New Headquarters Building.

7. It is recommended that upon occupancy of the New Headquarters Building, all persons be required to wear exposed badges while in Agency buildings in the Headquarters Area.

Sheffield Edwards  
Director of Security

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